

**UNITED STATES DEPARTMENT OF AGRICULTURE**

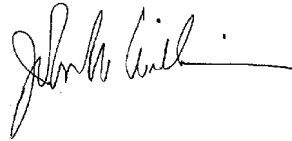
Farm Service Agency  
Washington, DC 20250

**Notice FI-2509**

**For:** State and County Offices

**Transmission Schedule for Yearend Reporting**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Calendar year 2001 ends on December 31, 2001.

- All calendar year 2001 reportable transactions must be transmitted to KC-ITSTO to allow adequate time for preparing CCC-1099-G's.
- CCC-1099-G processing begins at the County Office with the transmission of 2001 earnings data files to KC-ITSTO.
- State and County Offices shall transmit the calendar year 2001 transactions on schedule to enable KC-ITSTO to meet the deadline for providing statements to employees and producers.

**B**

**Purpose**

This notice provides instructions to ensure that all calendar year 2001 transactions have been recorded, and corrected, if applicable, for transmission to KC-ITSTO.

**C**

**Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Lenior Simmons, FMD at 703-305-1313.

**Disposal Date**

April 1, 2002

**Distribution**

State Offices; State Offices relay to County Offices

12-14-01

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## 2 County Office Action

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### A Completing Processes

County Offices shall ensure that the following are completed:

- all calendar year 2001 transactions are properly recorded in the System 36, according to the applicable handbook

**Note:** This includes payments, collections, receivables, and claims transactions.

- CCC-184's dated before December 31, 2001, are printed
- all electronic funds transfer payments that are to be dated before December 30, 2001, are transmitted
- collections received for deposit are recorded before December 30, 2001
- accounting-related data files and the administrative expense data files are queued for transmission on December 31, 2001, using the "Queue All Daily Transmissions" option
- run the end-of-day process to invoke the nighttime transmission of queued files on December 31, 2001.

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## Notice FI-2509

### 2 County Office Action (Continued)

#### B

**Transmitting Files** County Offices shall queue and transmit files to KC-ITSTO on December 31, 2001, according to the following table.

Step	Action
1	<p>On Application Selection Menu FAX07001:</p> <ul style="list-style-type: none"> <li>• ENTER “7”, “Queue Files for Transmission”</li> <li>• PRESS “Enter”.</li> </ul>
2	<p>On Menu FMA901, ENTER “1”, “Queue All Daily Transmission Files” and PRESS “Enter” to queue accounting-related files. If during the queuing process:</p> <ul style="list-style-type: none"> <li>• the system message “SYS MSG-3725” is displayed, a price support or a price support/accounting out-of-balance condition has occurred</li> </ul> <p><b>Note:</b> Correct according to 14-PS.</p> <ul style="list-style-type: none"> <li>• Accounting Control Screen AEK00060 is displayed, CCC-257 has not been prepared or is out-of-balance .</li> </ul> <p><b>Notes:</b> Correct according to 3-FI.</p> <p>The error conditions must be corrected before transmitting data. Rerun the queue process after corrections have been made.</p> <p><b>Reminder:</b> The “Queue All Daily Transmission Files” option does not queue the direct deposit file. Refer to 1-FI.</p>
3	<p>On December 31, 2001, run the end-of-day process to transmit queued files by telecommunications to KC-ITSTO.</p>
4	<p>Check the exception list to verify that all files were transmitted successfully. If the transmission was not successful, go to step 5.</p> <p><b>Note:</b> The exception list will be made available during the week of January 7 , 2001.</p>
5	<p>If the transmission is <b>not</b> successful, PRESS “8”, “Transmit Daytime Files”, on Menu FCA923, to retransmit files to KC-ITSTO. If daytime transmission fails, contact the FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance. On the FSA Voice Mail option’s menu, PRESS “3”, “Software”, then PRESS “2”, “Accounting, Debt Management, Farm Loan, Price Support, Conservation, or CRP”.</p>

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## Notice FI-2509

### 3 State Office Action

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#### A

**Transmitting Files** State Offices shall queue and transmit files to KC-ITSTO on December 31, 2001, according to the following table.

Step	Action
1	On Application Selection Menu FAF07001: <ul style="list-style-type: none"><li>• ENTER “7”, “Queue Files for Transmission”</li><li>• PRESS “Enter”.</li></ul>
2	On Communications/Transmission Menu FMF900: <ul style="list-style-type: none"><li>• ENTER “1”, “To KC-ITSTO”</li><li>• PRESS “Enter”.</li></ul>
3	On Queue Files for Transmission to KC-ITSTO Menu FMF901: <ul style="list-style-type: none"><li>• ENTER “1”, “Queue All Daily Transmission Files”</li><li>• PRESS “Enter”.</li></ul> <p><b>Reminder:</b> Option 1 does not queue the direct deposit file. Refer to 1-FI.</p>
4	On December 31, 2001, run the end-of-day process to transmit queued files by telecommunications to KC-ITSTO. <p><b>Note:</b> Do <b>not</b> select the diskette option.</p>
5	Check the exception list to verify that all files were transmitted successfully. If the transmission was not successful, go to step 6. <p><b>Note:</b> The exception list will be made available during the week of January 7, 2001.</p>
6	If the transmission was <b>not</b> successful, PRESS “8”, “Transmit Daytime Files”, on Menu FCA923, to retransmit files to KC-ITSTO. If the retransmission fails, contact the FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance. On the FSA Voice Mail option’s menu, PRESS “3”, “Software”, then PRESS “2”, “Accounting, Debt Management, Farm Loan, Price Support, Conservation, or CRP”.

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**4 KC-ITSTO Action**

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**A**

**Monitoring  
Transmissions**

KC-ITSTO shall monitor file transmissions to ensure that the following are completed:

- County Office data transmissions are received and help is provided to those County Offices experiencing difficulties in transmitting data
  - State Office data transmissions are received and help is provided to those State Offices experiencing difficulties in transmitting data
  - diskettes are received from State and County Offices not able to transmit on December 31, 2001.
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**B**

**List of Missing  
County Office  
Transmissions**

KC-ITSTO shall provide a list of missing County Office transmissions to the Cash Management Branch, Financial Operations Division during the week of January 7, 2001.

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